

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
78 STATE HOUSE STATION
AUGUSTA, ME 04333-0078**

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MEMORANDUM

TO: All Department and Agency Heads

FROM: Rebecca M. Wyke, Commissioner

DATE: December 10, 2004

SUBJ: Travel

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In accordance with Executive Order 26 FY 04/05, all travel, regardless of funding source, must be reduced to the absolute minimum necessary to maintain effective operations. Exceptions are noted in the Executive Order.

Because expanding the approval process to all funds is anticipated to significantly increase the number of approval requests, the approval process is being moved from the Governor's Office to the Department of Administrative and Financial Services. Therefore, effective immediately, all travel must receive prior authorization from the agency head or authorized designee with advice and recommendation from the Commissioner of the Department of Administrative and Financial Services, or the Commissioner's designee. Completed authorization forms should be forwarded to Sandra Tracy in the Commissioner's Office, at 78 State House Station, Augusta, ME 04333-0078.

A copy of the signed authorization must accompany all Travel Expense Vouchers submitted to the Office of the State Controller. Copies of the Authorization form can be found on the Controller's website at <http://www.state.me.us/bac/travel/forms.htm>. Departments and Agencies should discontinue use of the *Out-of-State Travel Request Form Cover Sheet*.